UNIVERSITY OF SOUTHERN CALIFORNIA

TO: ELLE WOODS, UNIVERISTY LIBRARIAN

FROM: JANDE BARRERA

SUBJECT: POSSIBLE FUNDING OPPORTUNITIES

CC: LIBRARY STAFF

We are pleased to inform everyone that a generous donor has approached us with a potential donation of $5 million in unrestricted funds. As you know, we have had to make some cutbacks to our staff's hours; however, with these new funds, we will get back on track with our funds. We will accept this donation and the attachments that come with it, which is an extensive collection on the denial of the Holocaust. Accepting this donation comes with some attachments. What this means is that we will be housing a new collection in our library. This collection comes with some controversy, and many people will disagree with it. We expect to have some resistance from the community and surrounding area. Overall, this financial donation and the collection will provide a unique opportunity for the Library.

The extensive collection is about the denial of the Holocaust and we expect resistance from the community. However, we need the $5 million funds to support our mission of serving the community. According to the ALA Bill of Rights, Intellectual Freedom, we reserve the right to provide the community with information and ideas of all sides so patrons can inform themselves. We have an extensive collection related to Holocaust survivors and WWII history; however, we now also have research that gives an insight into the minds of people who deny such tragedy. We cannot turn away the collection because we disagree with its contents. We should not deprive the community we serve by stepping over their intellectual freedom and not censoring our community.

Since we will be housing such an extensive collection that consists of rare books and essays. I will be hiring two more full-time librarians. We will be rehiring the staff that we had to let and hiring a new archivist. The staff we had to let go was a librarian and five library aides. I will need at least one librarian with an archival background to ensure that the collection is handled safely. With that in mind, we will

also need to build a room in our library that houses the collection. Then we will need to create a sign outside the room that houses the collection because we need to make sure that it is clear to patrons what kind of collection is being housed in the room. We need to clarify what can be found in this room, so patrons don't go in there unless they want to read the documents. The sign will serve as a warning to patrons as to what documents can be found in the room. Since we will be adding a new room into our library, we will need to make room in our library's special collections/ archives department. We can reorganize the physical space and design of the department to accommodate the new collection. Therefore, we will need to hire five more full-time library aides to reorganize the special collections/ archives department.

The librarian and archivist will be full-time in our institution. The five library aides will be full-time due to the extensive amount of material in this collection. We will need their help to reorganize the current collections to accommodate the donated collection. We will also need twenty bookshelves to accommodate the latest collection of books and essays. It is a sensitive topic for many; therefore, patrons shouldn't be exposed to it unless they want to, and a sign would make it clear that the material inside is Nazi propaganda. In addition to the signs I would also like to bring in some more WWII books and essays as well as a guest speaker to talk about the importance of housing both materials and seeing both points of view. This collection is not meant to hurt anyone but rather it should serve as a learning opportunity. We will need to update the university library website to house the new collection digitally as well. Since this topic is controversial, it might make it difficult for patrons to research that topic so others won't see them; therefore, we have to provide the new collection digitally.

Since the donated collection is extensive; the newly hired librarian and archivist will weed out the material that is not normally circulated and rotate it with material from the same collection that is circulated. The archivist and librarian will ensure that the whole collection is available online by digitizing the collection. Suppose any patrons want to check out the material. In that case, they can order it online and have it mailed to their house, or the librarian and archivist can photocopy any necessary pages and email them to the patron. It is also essential that we maintain our collection as updated as possible by providing any materials that may be missing by supplementing it with material found on the internet. We can use the circulating collection alongside the donated collection. We will advertise our new collection on the library's website as well as having a flyer on the front bulletin board where all the announcements can be found.

It will be a tremendous amount of work to house this collection. We now have the budget to house it, do some remodeling, and hire new staff to be fully equipped to serve the community. I encourage everyone to have an open mind about this collection and remember that we are all entitled to have our own opinion, but we are here to serve the community. We stand for intellectual freedom for all people.

	Yearly	One Time Only
Librarian	$59,500 + $5,946 (benefits)=$65,446	

Librarian/ Archivist	$49,850 + $5,946 (benefits)=$55,796	
Extending/ building a new room		Union labor: $2,613,500 Contractor Fees: $653,400 Architectural Fees: $261,400 Total: $3,528,200
Five full time library aides	$37,868 + $5,946 (benefits)=$43,814 $43,814 X 5= $219,070	
20 Shelves		$740 X 20= $14,800
Signs		$40 X 14 letters= $560
Website update	$100 X 12= $1,200	
Total	$341,512	$3,543,560
Grand total for the first year	$3,885,072	
Total for the second year	$341,512	
Total for the third year	$341,512	
Total for the fourth year	$341,512	
Left over for emergency funding	$90,392	
Grand total for the whole project	$5,000,000	